

**Liberty War Bird Association**  
*Educate Honor Restore*

# **VOLUME 2**

## **SAFETY MANAGEMENT SYSTEM**

### **(SMS) MANUAL**



Liberty War Bird Association  
500 Airport Road Suite T  
Lititz, PA 17543

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## **Chapter 1**

### **Introduction**

#### **1-1. Purpose**

This document establishes the Liberty War Bird Association's (LWBA) Safety Management System Manual.

#### **1-2. Revision Control**

Revisions will be prepared by the Director of Safety. Revision control is accomplished using sequential revision numbering and date (**Rev 0: 1/10/2022**) placed in the upper right corner of the page.

A section entitled (Revisions) lists all revisions to the manual.

New or changed material in the latest revision is indicated by a vertical bar in the margin.



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## **Chapter 2**

### **Safety Management System**

#### **2-1 Safety Management System**

Safety Management System (SMS) is the framework of LWBA's organizational safety culture and accident prevention program. Management engagement, constant attention, commitment, and visible leadership are essential to guiding LWBA toward positive safety performance. SMS implementation has been scaled "small" to align with LWBA's mission to "Educate, Honor, and Restore" by providing, aircraft display, memorial service overflight, and living history flight experience.

Primary references for SMS guidance are 14 CFR Part 5 Safety Management Systems and relevant portions of Advisory Circular 120-92B Safety Management Systems for Aviation Service Providers.

SMS components:

#### **2-2 Safety Policy and Objectives**

The President and board of Liberty War Birds Association (LWBA) regard an effective safety program as vital to risk management and professionalism. In recognition of this, the LWBA is committed to providing a safe and healthful working environment free of recognized hazards for its' members, and guests. Safety is also an individual responsibility and must prevail in our thinking, planning, and actions. All members will be held accountable for fulfilling their responsibilities under the safety program.

- a. Safety policy. LWBA President assisted by the Director of Safety shall publish the Safety Policy.
- b. Safety, accountability, and authority.
  - (1) Accountable executive has ultimate responsibility for safety management within the organization.
  - (2) Directors are responsible for identifying hazards, conducting risk assessments, and developing risk controls for their areas of responsibility.
  - (3) LWBA members are responsible for adhering to LWBA standards and hazard reporting including confidential hazard reporting.
- c. Designation and responsibilities of required safety management personnel.
  - (1) Accountable executive: LWBA President
  - (2) Directors: Safety, Operations, Maintenance, Quality Assurance, Public Affairs

- (3) Staff: LWBA members

d. Coordination of emergency response planning.

- (1) Delegation of emergency authority in descending order: President, Vice President, and Director of Operations.
- (2) LWBA member responsibilities: Individual safety, accident scene security, and evidence preservation.
- (3) Emergency response plan coordination: Director of Safety is responsible for:
  - (a) Pre-event emergency response coordination with appropriate entities.
  - (b) Maintaining LWBA pre-accident plan which includes immediate action steps, line of succession of management authority and follow-on actions.

## **2-3 Safety Culture**

A safety culture or climate should be thought of as the LWBA's collective norms, standards, perceptions, and behavior with respect to safety. Leadership's fostering of a positive safety culture is critical to safety program effectiveness. The following concepts and actions are elements of a positive safety culture:

- a. Unqualified commitment to safety as a behavioral pattern.
- b. Unambiguous expectations by leadership and all members that safe work habits are normal both on and off the LWBA work site.
- c. Clear, easily understood operating procedures are followed without deviation.
- d. System for collecting, analyzing, exchanging, and tracking of accident/incident data related to safety, to include feedback of results
- e. Non-retribution for submission of data.
- f. Peer acceptance that accidents/incidents are preventable, and safety is a matter of culture.

## **2-4 Safety Management Framework**

The concept of safety culture underlies safety management and the basis for SMS. It is for this reason that a management framework that facilitates decision making and shapes the environment that members work is crucial to LWBA's performance in all aspects of LWBA's business, including safety. A safety culture matures as safety management skills are learned and practiced and become second nature across the culture organization. Management should demonstrate their visible commitment to and involvement in safe operation performing their daily work. Active participation by leadership is essential. The following have been found to be characteristics that consistently achieve safe results;

- a. Open reporting. Ensure a policy of reporting incidents without reprisal.
- b. Safety. Engage in identification of systemic errors. Implement preventable corrective actions and exhibit intolerance of reckless behavior.
- c. Safety Assurance. SA provides the necessary tools to give LWBA the confidence that SMS is working.
- d. Safety Promotion. This is designed to give the members a solid foundation regarding safety responsibilities.

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## **Chapter 3**

### **Safety Risk Management (SRM)**

#### **3-1 Safety Risk Management (SRM)**

This process is used when new systems are introduced, existing systems revised, during operational procedure development, when hazards are identified, or risk controls are found ineffective during safety assurance processes.

The Safety Director is responsible for conducting an annual safety audit. The SRM process shall be used to evaluate information from the audit using:

- a. Systems analysis
- b. Identify hazards
- c. Risk analysis
- d. Risk assessment
- e. Risk control

#### **3-2 Safety Assurance (SA)**

SA provides LWBA with the necessary processes to give LWBA confidence that the system is meeting LWBA's safety objectives and that the mitigations, or risk controls, developed under SRM are working. SA requires monitoring and measuring safety performance of operational processes and continuously improving the level of safety performance. SA processes are a means of assuring the safety performance of LWBA, keeping it on track, making corrections when necessary, and identifying needs for rethinking existing processes. SA should be performed by management personnel involved in operations and include:

- a. System operation monitoring
- b. Data acquisition and processing
- c. Analysis of data
- d. System assessment.
- e. Preventive correction action

#### **3-3 Safety Promotion**

Safety Promotion is designed to ensure the LWBA members have a solid foundation regarding their safety responsibilities, LWBA's safety policies and expectations, reporting procedures, and a familiarity with risk controls. Thus, training and communication are the two key areas of safety promotion. Safety Promotion includes the following:

- a. Competencies and training: Director of Safety conducts training on aspects of SMS relevant to LWBA members.
- b. Safety communication: The Director of Safety shall ensure safety information is available to LWBA members. Safety information consists of:
  - (1) Ensuring that LWBA members are aware of the SMS policies, processes, and tools that are relevant to their responsibilities.
  - (2) Conveying hazard information relevant to the employee's responsibilities.
  - (3) Explaining why safety actions have been taken.
  - (4) Explaining why safety procedures are introduced or changed.
- c. Safety bulletin board(s)
- d. Reading file. The reading file contains LWBA operational safety guidance and information serving as a means of timely communication to LWBA members actively supporting LWBA operations.

## **Chapter 4**

### **SMS Documentation and Record Keeping**

#### **4-1 SMS Documentation and Record Keeping**

Safety documentation and records keeping are an integral part of safety management. Accurate accounting of annual safety audits, incidents, and meeting minutes help in the analysis and prevention of further accident/incidents. It is also important in the risk analysis process and the mitigation of risk in mission planning. The following is included:

- a. Documentation: The Director of Safety is responsible for ensuring documents listed below are maintained in LWBA safety files.
  - (1) Safety policy.
  - (2) SMS processes and procedures.
- b. Records: The Director of Safety is responsible for ensuring documents listed below are maintained in LWBA safety files.
  - (1) Records of outputs of safety risk management processes. Such records must be retained for as long as the control remains relevant to the operation.
  - (2) Records of outputs of safety assurance processes. Such records must be retained for a minimum of 5 years.
  - (3) Record of all training provided for everyone. Such records must be retained for as long as the individual is a member of LWBA.
  - (4) Records of all communications for a minimum of 24 consecutive calendar-months.
  - (5) Annual safety audit
  - (6) FOD Survey (LWBA S-5)
  - (7) Hazard Survey
  - (8) Safety Meeting minutes
  - (9) Safety Council meeting minutes

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## **Chapter 5 Safety Council**

### **5-1 Safety Council**

The Safety Council is a committee of LWBA members consisting of department heads or their representatives. The mission of the safety council is to eliminate workplace injuries, accidents/incident both on the ground and airborne. This is accomplished through leadership, research, education and advocacy. Members include:

President  
Vice-President  
Director of Operations  
Chief Pilot

Director of Maintenance  
Director of Quality Control  
Director of Public Affairs  
Director of Safety

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## **Chapter 6**

### **Safety Training**

#### **6-1 Safety Training**

All current LWBA members will receive annual safety training. New members will be trained as soon as possible. Training to be tracked and documented. Makeup training will be provided for members unable to attend scheduled training classes or safety meetings.

Safety classes:

- a. Crew Resource Management (CRM)
- b. Risk Assessment/Management
- c. Safety Philosophy
- d. Safety Forms
- e. Safety Promotion
- f. Foreign Object Debris (FOD)

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## **Chapter 7**

### **Foreign Object Debris (FOD) Program**

#### **7-1 Foreign Object Debris (FOD) Program**

Foreign Object Debris is any article or substance that is not part of the aircraft or system, which could potentially cause damage to the aircraft or injury to personnel. It is essential to have an active FOD prevention program.

The Foreign Object Debris Program consists of:

- a. Conduct FOD walks prior to each scheduled workday, this includes the hangar and the ramp.
- b. Report FOD survey results on FOD log (LWBA S-6)
- c. Report FOD survey results at Safety and Safety Council meetings.

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## **Chapter 8**

### **Crew Resource Management (CRM)**

#### **8-1 Crew Resource Management (CRM)**

CRM is a training procedure for use to prevent accidents/incidents. CRM focuses on interpersonal communication, leadership and decision making in the cockpit.

CRM skills to be developed include:

- a. Communication skills
- b. Situational Awareness
- c. Problem Solving
- d. Leadership
- e. Stress Management
- f. Critique

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## **Chapter 9**

### **Safety/Incident Reporting System**

#### **9-1 Safety/Incident Reporting System**

The key to a successful Safety Management System is the ability for all LWBA members to report hazards or potential hazards in a confidential non-punitive environment. The reporting system must not only be confidential but easy and available to use. Once hazards are identified, they must be acknowledged, investigated and actions taken to address the safety issues. All LWBA members are encouraged to participate in the program. A safety report will be submitted when any situation, practice, procedure or process is observed as a safety concern, or departure from operational or procedural standards. A report should also be filed when a potential for injury or damage to the aircraft is observed.

The following forms are to be used when reporting any safety hazards, accidents/incidents:

- a. LWBA S-1, LWBA OPERATIONAL HAZARDS REPORT (Army OHR DA Form 2696 may be used)
- b. LWBA S-2, LWBA FLIGHT OPERATIONS INCIDENT REPORT
- c. ASRS, NASA, Voluntary Confidential Reporting System.

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## **Chapter 10**

### **Director of Safety (DOS)**

#### **10-1 Director Of Safety (DOS)**

The Director of Safety is tasked with the overall responsibility of developing and implementing the LWBA Safety Management System. The DOS reports directly to the LWBA president on all safety issues and shall also serve all levels of the Operations Department as an advisor on safety matters.

a. Qualifications:

- (1). Possess an aviation safety background.
- (2). Experience managing an aviation safety program.
- (3). Experience in aviation safety promotion and accident prevention
- (4). Familiarity with safety management decision making process.
- (5). Familiarity with FAA and NTSB accident reporting and investigation processes.
- (6). Possess management skills required to accomplish related tasks.
- (7). Should have aviation safety training

b. Duties and Responsibilities:

- (1). Reports to the President.
- (2). Responsible for maintaining LWBA Safety Management System (SMS).
- (3). Familiarizing LWBA leadership and staff with SMS.
- (4). Promoting a positive safety culture throughout the organization.
- (5). Analyzing and assessing risk management.
- (6). Report preparation and submission.
- (7). Collaborating with assistant safety specialists in the Safety Directorate.
- (8). Coordinates safety program with Director of Operations and Director of Maintenance.

#### **10-2 Assistant Director Of Safety (ADOS)**

When designated an Assistant Director of Safety assists the DOS in all duties and responsibilities of the DOS. The ADOS acts on behalf of the President and DOS in their absence in all safety related matters. The ADOS is on the Safety Council and in the DOS's absence, will conduct Safety Council and LWBA Safety meetings.

a. Qualifications:

- (1). Possess an aviation safety background.
- (2). Experience managing an aviation safety program.

- (3). Experience in aviation safety promotion and accident prevention.
- (4). Familiarity with safety management decision making process.
- (5). Familiarity with FAA and NTSB accident reporting and investigation processes.
- (6). Possess management skills required to accomplish related tasks.
- (7). Should have aviation safety training.

b. Duties and Responsibilities:

- (1). Assists Director of Safety
- (2). Assists in maintaining LWBA Safety Management System (SMS).
- (3). Assists in familiarizing LWBA leadership and staff with SMS.
- (4). Helps to promote a positive safety culture throughout the organization.
- (5). Assists in analyzing and assessing risk management.
- (6). Helps in report preparation and submission.
- (7). Assists in coordinating safety program with Director of Operations and Director of Maintenance.



## **Chapter 11**

### **References**

#### **11-1 References**

14 CFR Part 5 Safety Management Systems

Advisory Circular 120-92B, Safety Management Systems For Aviation Service Providers

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## **Appendix A Forms**

### **LWBA Safety Forms**

- a. LWBA S-1, LWBA OPERATION HAZARDS REPORT (DA FORM 2696)
- b. LWBA S-2, LWBA FLIGHT OPERATIONS INCIDENT REPORT (OHR or S-4 could be used)
- c. LWBS S-3, LWBS PRE-ACCIDENT PLAN IMMEDIATE RESPONSE CONTACT LIST
- d. LWBA S-3, LWBA PRE-ACCIDENT PLAN SECONDARY CONTACT LIST
- e. LWBA S-4, LWBA PRE-ACCIDENT PLAN INCIDENT/ DAMAGE AIRCRAFT REPORT
- f. DELIBERATE RISK ASSESSMENT WORKSHEET (DD FORM 2977) 2 pages
- g. LWBA S-5, LWBA HAZARD LOG
- h. LWBA S-6. LWBA FOD SURVEY/LOG
- i. ASRS, NASA, Voluntary Confidential Reporting System.
- j. LWBA S-7, LWBA SAFETY TRAINING LOG

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### **Immediate Response –LWBA**

The individual noting the emergency is responsible to:

1. Notify Airport Operations

OR

Notify Central Dispatch

OR

Notify Local Emergency Dispatch Center.

2. Take immediate action to prevent further damage or injury.

3. Only after the emergency has been satisfactorily controlled, proceed with Secondary Response Action.

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## Secondary Response – LWBA

The individual on the scene of the emergency is responsible to initiate communication with company Flight Department management and act as coordinator until management personnel arrive.

All contacts are to be made in accordance with the following sequence:

Primary Contact	Alternate Contact	Alternate Contact
Aviation Operations Manager	Chief Pilot	Safety Directorate

Work# _____	Work# _____	Work# _____
Home# _____	Home# _____	Home# _____

Will Call:  
Executive in Charge of Flight Operations

Work# _____	NTSB# _____
Home# _____	FAA# _____

Public Relations	Insurance	Legal Dept.
------------------	-----------	-------------

Work# _____	Work# _____	Work# _____
Home# _____	Home# _____	Home# _____

The following is a ready reference list of emergency contacts which may be useful.

### Additional Assistance Phone Numbers

Phone numbers checked on: (Date) \_\_\_\_\_

_____	<u>Fire Departments</u>	_____
_____		# _____
_____		# _____
_____		# _____
_____	<u>Ambulance Departments</u>	_____
_____		# _____
_____		# _____
_____		# _____

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**LWBA Incident and Damaged Helicopter Report Form – LWBA**

1. Location of accident: \_\_\_\_\_
2. Pilot-in-Command: \_\_\_\_\_
3. Type of aircraft and registration number: \_\_\_\_\_
4. Date and time damage occurred: \_\_\_\_\_
5. Location of crew and passengers, all necessary phone numbers:
6. Location of aircraft when damaged:

Ground: \_\_\_\_\_

Air: \_\_\_\_\_

7. How was aircraft damaged?
8. Give brief description of events leading to damage.
9. Give as much detail describing damage to aircraft, engine and equipment as possible.
10. Was all equipment operating properly?
11. Did crew or passengers sustain any injuries? (Give injured passengers' names.)
12. Names of any other persons involved in accident.
13. Damage to other property.
14. Names of witnesses, if any.

LWBA S-4

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### LWBA Hazard Log

SYSTEM/PROJECT		
RESPONSIBLE DIRECTOR		
	HAZARD	POTENTIAL CONSEQUENCE(S)
H1		
H2		
H3		
H4		
H5		
H6		
H7		
H8		
H9		
H10		
H11		
H12		

### LWBA Hazard Mitigation Log

SYSTEM/PROJECT			
RESPONSIBLE DIRECTOR			
	HAZARD	CORECTIVE PROCEDURE	DOCUMENTATION
H1			
H2			
H3			
H4			
H5			
H6			
H7			
H8			
H9			
H10			
H11			
H12			

### LWBA FOD Survey Log

DATE OF SURVEY	SUPERVISOR	DEBRIS FOUND	CAUSE OF DEBRIS

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### LWBA Safety Training Log

**SUBJECT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**INSTRUCTOR:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_

NAME (PRINT)	SIGNATURE

NAME & SIGNATURE STUDENT ABOVE INDICATES ATTENDANCE DURING TRAINING SESSION

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## **Safety Audit Living History Flight Experience Exemption**

### **Executive leadership**

1. Is LWBA maintaining its Manual System including all documentation required by the manuals listed below as a basis for an equivalent level of safety for all operations subject to the LHFE exemption. [Manual System]

- a. LWBA General Operations Manual (GOM)
- b. LWBA Pilot Training Manual and Qualification
- c. LWBA General Maintenance Manual (GMM) (if published)
- d. LWBA Safety Management System (SMS) Manual
- e. LWBA Approved Inspection Program (AIP)

Observation

2. Has LWBA provided its Manual System and document revisions to the jurisdictional Flight Standards Office within 10 days of any changes?  
[Documentation Harrisburg FSDO acknowledged receipt]

Observation

3. Has a jurisdictional Flight Standards District Office been assigned to LWBA?  
[Living History Flight Experience Exemption]

Observation

4. Is LWBA notifying the jurisdictional Flight Standards District Office no later than 72 hours before commencing flight operations?  
[Printed email documentation]

Observation

5. Is LWBA continuously maintaining and applying an operational control structure that meets criteria specified in FAA Living History Flight Experience policy?  
[GOM Chapter 5 and Director of Operations Records]

Observation

6. Is LWBA operating all flights within the confines and most restrictive content of its manual system, applicable regulations, LHFE exemption Conditions and Limitations.  
[GOM Chapter 3 and Director of Operations Records]

Observation

## **Operations**

7. Have persons participating in LWBA's program and operations received initial and annual training appropriate to their position on contents and application of LWBA's Manual System, safety, and risk management program and LHFE exemption Conditions and Limitations?

[Pilot and Crew Chief Training Manual and Training Records]

Observation

8. Before persons are carried on board the aircraft are they informed of the type airworthiness certificate held and the significance of that certificate as compared to a Standard Airworthiness Certificate?

[GOM Appendix A Page A-11)

Observation

9. Prior to flight, does the PIC ensure a passenger briefing meeting the scope and content of 14CFR § 135.117 has been provided to the passengers?

[GOM Appendix A Page A-13]

Observation

10. Are pilots listed by LWBA as qualified pilot in command the only pilots occupying the pilot station and manipulating the flight controls?

[GOM Paragraph 3-5]

Observation

11. Are operations conducted for the purpose of dispersing human remains compliant with applicable Federal, State, and local laws and regulations governing the dispersal of human remains?

[GOM Paragraph 3-6 Dispensing of Human Remains is not listed as a supported flight request]

Observation

12. Is aircraft operation limited to the maximum number of approved seats and weight and balance limitations?

[TM 55-1520-210-10 Figure 6-3 Personnel Loading Normal Seating & Chapter 6 Weight/Balance and Loading]

Observation

13. Are all flight operations compliant with the following:

[LFHE Exemption]

- a. At a minimum operating altitude of not less than 1,000 feet above ground level (AGL)
- b. Between the hours of official sunrise and sunset, as established in the American Air Almanac, as converted to local time
- c. Within a 50-statute-mile radius of the departure airport with landings only permitted at the departure airport
- d. With a minimum flight visibility of not less than 3 statute miles and a minimum ceiling of not less than 1,500 feet AGL
- e. For passenger-carrying flights greater than 25 statute miles from the departure airport and up to 50 statute miles, does the pilot-in-control (PIC) obtain weather reports and forecasts prior to flight and valid for the duration of the proposed operation that indicate that the weather would be no less than 5 statute miles visibility and cloud ceilings no less than 2,000 feet AGL.
- f. Are passenger-carrying operations terminated if cloud ceiling and visibility become less than the 2,000 feet AGL and 5 statute miles.

Note: Weather forecasts listing discriminators probability (PROB), becoming (BECMG), or temporarily (TEMPO) are limiting.

### **Safety**

14. Is LWBA continuously maintaining and applying its SMS Manual's safety and risk management program in a manner that meets or exceeds criteria specified in the FAA LHFE Policy. Specifically has LWBA responded to identified hazards and associated risks as they become known or corrected unsafe condition or practice?

[LWBA Safety Records]

Observation

## **Training**

15. Are all ground and flight training and testing documented and recorded. Records shall contain:

- a. Date of each training or testing session.
- b. The amount of time spent for each session of training given.
- c. Location where each session of training was given.
- d. The name and certificate number of the instructor who provided each session of training.
- e. The name and certificate number of the pilot who provided each session of testing.
- f. For verification purposes, the signature and printed name of the person who received the training or testing.

[LWBA Training Records]

Observation

16. Are pilots designated as pilot in command completing all LWBA and FAA required training and passed a competency check given by the FAA or an authorized check pilot in that aircraft within the preceding 12 months to determine the pilot's competence in practical skills and techniques?

Note: The competency check will consist of the maneuvers and procedures currently required for the original issuance of a commercial pilot certificate.

[LWBA Training Records]

Observation

17. Are the following information and records being maintained?

[LWBA Training Records and aircraft maintenance records]

- a. The name of each pilot crewmember LWBA authorizes to conduct flight operations under the terms and Conditions and Limitations of the LHFE exemption.
- b. Copies of each pilot crewmember's pilot certificate, medical certificate, qualifications, and initial and recurrent training and testing documentation to comply with the terms and Conditions and Limitations of the LHFE exemption.
- c. The name of each mechanic LWBA authorized to conduct maintenance operations under the terms and Conditions and Limitations of the LHFE exemption.
- d. Copies of each mechanic's certificate, qualifications, and initial and recurrent training, and testing documentation to comply with the terms and Conditions and Limitations of the LHFE exemption.

- e. Records of maintenance performed, and maintenance inspection records to comply with the terms and Conditions and Limitations of this exemption. Maintenance and inspection records must meet the requirements of 14 CFR §§ 43.9, 43.11, and 91.405.

### **Maintenance**

18. Is LWBA maintaining aircraft subject to this exemption in accordance with:  
[Aircraft Information Binder, U.S. Army Equipment Logbook, & TM Library]

- a. LWBA Approved Inspection Program/Instructions for Continued Airworthiness (General Maintenance Manual)
- b. Maintenance requirements as specified in its Experimental Operating Limitations
- c. FAA-approved maintenance inspection program that meets the requirements of 14 CFR § 91.409(f)(4)
- d. Appropriate military technical manuals

Observation

19. Is equipment listed in 14 CFR §§ 91.205(b) and 91.207 installed and operational for all aircraft?  
[Aircraft inspection]

[14CFR 91.205(b) - equipment required for Day VFR flight]  
[14CFR 91.207 – emergency locator transmitter]

Observation

## **Experimental Operating Limitations**

### **Operations**

1. Do pilots performing as pilot in command hold an FAA rotorcraft category and helicopter class certificate or privilege?

[Commercial Pilot Certificate with Rotorcraft – Helicopter rating]

Observation:

2. Do pilots performing as pilot in command hold all required ratings or authorizations and endorsements required by 14 CFR Part 61?

[Flight review]

Note: The flight review requirement can be met by passing items listed in 14 CFR 61.56(d).

Observation:

3. When filing a flight plan, is the experimental nature of this aircraft listed in the remarks section per Experimental Operating Limitations?

[GOM Appendix A-5]

Observation:

4. Is LWBA compliant with Experimental Operating Limitations prohibiting aircraft use for intentional parachute jumping?

[GOM Paragraph 3-6 Parachute jumping is not listed as a supported flight request]

Observation:

5. Has LWBA provided the pilot in command a method to comply with the 14 CFR 91.319(c) prohibition from operating over densely populated areas or in congested airways?

[GOM Paragraph 3-16]

Observation:

6. Is aircraft operation compliant with Experimental Operating Limitations restricting operation to airports within Class C, B, E or G airspace except in case of a declared emergency or authorized under airshow waiver?

[Experimental Operating Limitations Paragraph 17]

Observation:

7. Has LWBA submitted an annual program letter to the Harrisburg FSDO per Experimental Operating Limitations?

[Email communication with Harrisburg FSDO paper copy in Aircraft Info Binder]

**Maintenance.** UH-1H 66-16823 N823LW is maintained according to FAA approved Instructions for Continued Airworthiness (ICA)/Aircraft Inspection Program (AIP) in compliance with FAA Experimental Operating Limitations issued by the Harrisburg Flight Standards District Office dated 14 August 2018 paragraph 9. (c) and 14 CFR 91.409 (f).

### **Aircraft**

1. Is the restricted category experimental airworthiness certificate displayed at the cabin or cockpit entrance so that it is legible to passengers or crew per 14 CFR 91.203?

[Helicopter co-pilot side of center pedestal]

Observation:

2. Is an effective U.S. registration certificate aboard the aircraft per 14 CFR 91.203(a)(2)?

[Helicopter co-pilot side of center pedestal]

Observation:

3. Is U.S. Army Technical Manual 55-1520-210-10 "Operators Manual" UH-1H/V Helicopters Dated 15 February 1988 Change 20 carried aboard the aircraft per 14 CFR 91.1?

[Helicopter map case rear of center pedestal or football]

Observation:

4. Is U.S. Army Technical Manual TM 55-1520-210-CL "Operator's and Crewmember's Checklist Army Model UH-1H/V Helicopter" Dated 13 February 1987 carried aboard the aircraft per 14 CFR 91.1?

[Chart holder left side of center pedestal]

Observation:

### **Aircraft Information Binder (White)**

5. Is the current weight and balance information carried aboard the aircraft?

[DD Form 365-3 Chart C Basic Weight and Balance Record]

Observation:

6. Is the Annual Program Letter plus amendments carried aboard the aircraft?  
[Aircraft Information Binder]

Observation:

7. Are the Experimental Operating Limitations being carried aboard the aircraft?  
[Aircraft Information Binder]

Observation:

8. Is the aircraft compliant with all applicable Airworthiness Directives (ADs) including recurring action ADs per 14 CFR 91.417 and 14 CFR Part 39?  
[AD compliance list in Aircraft Information Binder]

Observation:

### **Aircraft maintenance records**

9. Is the aircraft being operated, inspected, and maintained per appropriate military technical publications and/or manufacturer's recommendations?  
[U.S. Army Logbook; DA Form 2408-13-1 Aircraft Inspection and Maintenance Record and DA Form 2408-18 Equipment Inspection List]

Observation:

10. Have appropriate entries been made in the maintenance records if aircraft, engine, or propeller (rotor) operating limitations are exceeded?  
[U.S. Army Logbook; DA Form 2408-13-1 Aircraft Inspection and Maintenance Record and DA Form 2408-18 Equipment Inspection List]

Observation:

11. Are FAA certificated repair stations or FAA certificated mechanics with appropriate ratings performing inspections:

a. Annual condition inspection per 14 CFR 91.409(f) and Approved Inspection Program (AIP)?

b. Transponder inspection per 14 CFR 91.413?

[U.S. Army Logbook; DA Form 2408-13-1 Aircraft Inspection and Maintenance Record and DA Form 2408-18 Equipment Inspection List and Aircraft Information Binder]

Observation:



12. Are all maintenance or inspection(s) of this equipment recorded in the aircraft maintenance records?

[U.S. Army Logbook; DA Form 2408-13-1 Aircraft Inspection and Maintenance Record and DA Form 2408-18 Equipment Inspection List and Aircraft Information Binder]

Observation:

13. Does the maintenance or inspection(s) include the following items: date, work performed, and name and certificate number of the person returning the aircraft to service.

[U.S. Army Logbook; DA Form 2408-13-1 Aircraft Inspection and Maintenance Record and DA Form 2408-16 Equipment Inspection List and Aircraft Information Binder]

Observation:

14. Are life-limited articles specified in technical publications compliant with applicable technical publications?

[U.S. Army Logbook; DA Form 2408-13-1 Aircraft Inspection and Maintenance Record and DA Form 2408-16 Aircraft Component Historical Record maintained with the aircraft historical records.

Observation:

15. Is aircraft operation compliant with Experimental Operating Limitations prohibiting flight with any externally mounted equipment unless the equipment is mounted in a manner that will prevent in-flight jettison?

[TM 55-1520-210-10 Paragraph 4-1]

Note: The aircraft must be configured as authorized in military manuals and limitations.

Observation:

16. Is aircraft operation compliant with Experimental Operating Limitations kinds of operation authorized per 14 CFR Part 91.205?

[Pre-flight inspection confirming required equipment installed and operational]

Note: Minimum equipment required for VFR Day and Night. Aircraft is not equipped for IFR.

Observation:

17. Are U.S. Army Technical Manuals applicable to UH-1H servicing, maintenance, and inspection incorporated by reference in LWBA's ICA/AIP available to maintenance personnel?

[AIP]

Observation:

### **U.S. Army Equipment Logbook (Green)**

18. Does the U.S. Army Equipment Logbook contain?

Hobbs log.

Health Indicator Test (HIT) Log.

DA Form 2408-12 Army Aviator's Flight Record

DA Form 2408-13 Aircraft Status Information Record current hours and status symbol

DA Form 2408-13-1 Aircraft Inspection and Maintenance Record

DA Form 2408-14 Uncorrected Fault Record

DA Form 2408-18 Equipment Inspection List

TM 55-1520-210-PMD UH-1H/V and EH-1H/X Aircraft; Preventive Maintenance Daily Inspection Checklist

Observation:



**DATE:** (DATE)

**TO:** President, Vice President and Directors

**FROM:** (Name) Director of Safety

**RE:** Safety Audit – Living History Flight Experience/Experimental Operating Limitations

On (DATE) a Safety Audit was conducted to verify conformance with:

- Living History Flight Experience
- Experimental Operating Limitations

Please find observations and recommendations enclosed.

Director of Safety

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